



South Dakota Board of Nursing

South Dakota Department of Health
722 Main Street Suite 3, Spearfish, SD 57783
(605) 642-1388; FAX: 642-1389; WWW.STATE.SD.US/DOH/NURSING

Medication Administration Training Program for Unlicensed Assistive Personnel Application for Initial Training Program

Medication administration may be delegated only to those individuals who have successfully completed a training program pursuant to ARSD 20:48:04.01:14. An application along with required documentation must be submitted to the Board of Nursing for approval. Written notice of approval or denial of the application will be issued upon receipt of all required documents. Send completed application and supporting documentation to the Spearfish BON address or fax above.

Name of Institution: Home Sweet Home Assisted living
Name of Primary RN Instructor: Deb Backes
Address: 501 East 3rd St
Platte SD 57369
Phone Number: 605-337-2477 Fax Number: 605-337-2575
E-mail Address of Faculty: dohie w53@gmail.com

- Request to use the following approved curriculum(s); submit a completed Curriculum Application Form for each selected curriculum. *Each program is expected to retain program records using the Enrolled Student Log form.*
 - ☐ 2011 South Dakota Community Mental Health Facilities (only approved for agencies certified through the Department of Social Services)
 - ☐ Gauwitz Textbook – Administering Medications: Pharmacology for Health Careers, Gauwitz (2009)
 - ☐ Mosby's Textbook for Medication Assistants, Sorrentino & Remmert (2009)
 - ☐ Nebraska Health Care Association (2010) (NHCA)
 - ☐ We Care Online
 - ☒ EduCare
- Qualifications of Faculty/Instructor(s): Attach resumes / work history demonstrating two years of clinical RN experience.
- List faculty and provide licensure information:

RN FACULTY/INSTRUCTOR NAME(S)	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Deb Backes	SD	SD RN P.016128	12/2/13	SDH

- A **Certificate of Completion** will be provided by the Board of Nursing upon approval; the certificate must be completed and given to each successful student upon completion of the Medication Administration Training Program.

RN Faculty Signature: D. Backes RN Date: 9-12-13

This section to be completed by the South Dakota Board of Nursing

Date Application Received: <u>9/13/13</u>	Date Notice Sent to Institution: <u>9/20/13</u>
Date Application Approved: <u>9/20/13</u>	Application Denied. Reason for Denial:
Expiration Date of Approval: <u>April 2014</u>	
Board Representative: <u>SDH</u>	

**South Dakota Board of Nursing
Curriculum Content Application Form: EduCare**

Agency/Facility Name: Home Sv. Home

(to be completed by facility)

This form provides onsite clinical RN primary instructors a guide on how to teach the content of the EduCare curriculum. Complete column 4 with the name of RN responsible for teaching the 4-hour clinical lab portion of training (****bottom of page 2). Submit completed form to BON with your Medication Administration Training Program application.

Curriculum Requirements Pursuant to ARSD 20:48:04.01:15	Content Outline	Time Frame	RN Instructor	Teaching Methodology Used May include lecture, self-study, online, case study
1) General information relevant to the administration of medications, including: a) Governmental regulations related to the practice of nursing, the administration of medication, and the storage, administration and recording of controlled substances; b) Ethical issues; c) Terminology, abbreviations and symbols; d) Medication administration systems; e) Forms of medication; f) Procedures and routes of medication administration; g) Medication references available h) The role of unlicensed assistance personnel in administering medications i) The five rights of medication administration: right patient, right medication, right dose, right time, right route and j) Infection Control policies and procedures	1. Governmental regulations related to the medication administration (Unit #1) • SD Specific Legal Requirements 2. Administration of medications and controlled substances (CS)(Unit #7 & #11) 3. Storage of medications and CS (Unit #11) 4. Recording of CS (Unit #11) 5. Ethical Issues (Unit #14) 6. Terminology, abbreviations, and symbols (Unit #2) 7. Medication administration systems (Unit #7) 8. Forms of medication (Unit #6) 9. Procedures and routes of medication administration (Units #10-1 through #10-7) 10. Medication references available (Unit #6) 11. The role of unlicensed assistance personnel in administering medications (Unit #1 and Units #10-1 through #10-7) 12. The five rights of medication administration (Unit #8 and Units #10-1 through #10-7) • Right Patient • Right Medication • Right Dose • Right Time • Right Route 13. Infection Control policies and procedures (Unit #5)	9 hrs	Online RN Instructor: Jean Howell	On line lectures, learning games, handouts, videos, discussion worksheets and location assignments. Each module also includes email option to on line RN, closed captioning and search features.

2) An overview of the major categories of medications related to the body systems, including: a. Cardiovascular; b. Endocrine; c. Gastrointestinal; d. Integumentary; e. Musculoskeletal; f. Nervous; g. Reproductive h. Respiratory i. Sensory j. Urinary; and k. Immune	14. An overview of the major categories of medications related to the body systems, including: a. Cardiovascular b. Endocrine c. Gastrointestinal d. Integumentary e. Musculoskeletal f. Nervous g. Reproductive h. Respiratory i. Sensory j. Urinary k. Immune (Units #3-1 through #3-13)	4 hrs 30 min	Jean Howell	On line lectures, learning games, handouts, diagrams, discussion worksheets and location assignments. Each module also includes email option to on line RN, closed captioning and search features.
3) Additional instruction shall include those categories of medications relevant to the healthcare setting where the unlicensed person will be employed, and	15. Overview of specific types of drugs for certain patient/resident populations including: a. Mental illness or behavioral b. Cancer c. Pediatric patients d. Geriatric patients (Units #3-1 through #3-13)		Jean Howell	On line lectures, learning games, handouts, diagrams, discussion worksheets and location assignments. Each module also includes email option to on line RN, closed captioning and search features.
Exams				
Unit Test (ARSD 20:48:04.01:14 – Tests are developed for each unit in curriculum, including a final test. A passing score of 85% is required on each unit test with an opportunity to retake each test one time. If a student fails on retake, additional instruction is required before further testing is allowed.)	Administer Exam 1 (Covers Units #1 through #3-13)	30 min	Jean Howell	Passing score of 85% required, may retake exam once. Scores will be provided to RN instructor by EduCare. (Individual RN primary instructors are expected to maintain the EduCare Enrolled Student Log form for their students.)
Unit Test	Administer Exam 2 (Covers Units #5 through #8)	12 min	Jean Howell	Passing score of 85% required, may retake exam once.
Unit Test	Administer Exam 3 (Covers Unit # 10-1 through # 14)	18 min	Jean Howell	Passing score of 85% required, may retake exam once.
Final Test	Administer Final Exam (Covers all units)	1 hour 30 min	Jean Howell	Passing score of 85% required, may retake exam once.
Clinical Lab				
4) Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence. (ARSD 20:48:04.01:14 Faculty-to-student ratio cannot exceed 1:8 in clinical setting. A 1:1 ratio is required for skills performance evaluation.)	<ul style="list-style-type: none"> Clinical/laboratory instruction provided with required RN faculty-to-student ratio of 1:8; Skills performance evaluation completed by RN with required 1:1 faculty-to-student ratio. 	4 hrs	*** Onsite Clinical RN Instructor(s) Name: Deb Bailes RN	Complete required Skills Performance Evaluation form for each student that passes tests. (additional checklists may also be completed as desired) EduCare provides the demonstrated Skill checklists to both the student for reference during the videos and the Supervising RN for use during discussions & Clinical labs.

Required hours: 16 classroom instruction + 4 laboratory instruction 20 hours					
<i>SD BON Reviewer Use Only</i> Date Application received: _____ BON Staff Representative: _____		Criteria Met <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; reason denied: _____			

12-12-2012